



Police Public Service Assistant I Equipment Room

Part-time, temporary assignment

\$9.50 - \$11.50 per hour depending on qualifications



POSITION: Under direct supervision, the Police Public Service Assistant I, will perform administrative tasks in support of the Police Department equipment room. The position may work up to 20 hours per week.

EXAMPLES OF DUTIES:

- Inventory and issue vehicles, equipment and weapons to Police Department staff
- Assist officers with vehicle maintenance and equipment needs
- Transport Police Department vehicles
- Set up rooms for community events
- Perform other related duties as assigned

REQUIREMENTS: The Police Department is searching for motivated and enthusiastic candidates with the ability to organize and keep up-to-date an inventory filing system. The successful candidates will possess excellent customer service, written and verbal communication skills. In addition, the incumbents must be able to develop and maintain effective working relationships with supervisors and department staff.

Any combination of education and/or experience that has provided the knowledge and skills necessary for satisfactory job performance would be qualifying. A typical way to obtain the required knowledge and skills would be a high school diploma or equivalent, and one year experience performing customer service related work. Work experience in a police department is highly desirable.

A valid Class C California Driver's License and clean driving record are required.

BENEFITS: This temporary assignment does not include benefits.

APPLICATION INSTRUCTIONS: To be considered for this position, submit a completed City application and resume:

- Through our online application system at www.fremont.gov/employment, and select City Temp Jobs, or
- At the Human Resources Department computer kiosk, 3300 Capitol Avenue, Building B, Fremont, CA 94538.

A resume must be submitted with the completed City application. Applications submitted without a resume will not be considered.

Applications will be accepted until a sufficient number of qualified applicants to test are received. The position may close without notice. Interested candidates are encouraged to apply immediately.

SELECTION PROCESS: The process will include individual and/or panel interviews, a rigorous background investigation, and other related components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

The City of Fremont is an Equal Opportunity Employer.

Reasonable Accommodation: We will make reasonable efforts in the selection process to accommodate persons with disabilities. Please advise Human Resources of any special needs in advance by calling (510) 494-4660.

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